

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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March 31, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO AWARD A CONTRACT TO EMPIRE
TRANSPORTATION, INC. FOR SHUTTLE BUS SERVICES
(FIRST DISTRICT - 3 VOTES)**

SUBJECT

The Department of Public Social Services (DPSS) continues to require the services of a contractor for the provision of shuttle bus services to transport visitors and DPSS employees from a County-leased parking lot at 4900 S. Eastern Avenue, Commerce to the DPSS Greater Avenues for Independence (GAIN) Region VI Office at 5460 Bandini Boulevard, Bell.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that shuttle bus services performed under this contract can be performed more economically by an independent contractor than by County employees.
2. Approve and instruct the Chairman to sign the attached Prop A contract with Empire Transportation, Inc. effective May 1, 2009 or the day after Board approval, whichever is later, through April 30, 2012, to provide shuttle bus services at a three-year cost of \$348,516 or \$116,172 annually. Since there is a CalWORKs and a Food Stamp Maintenance of Effort requirement, which will be met by the County, there is no additional net County cost (NCC) for these programs. The share of costs associated with programs, such as General Relief, results in an estimated three-year NCC of \$28,800 or \$9,600 annually. Funding for this contract is included in the Fiscal Year (FY) 2008-09 Adopted Budget and the Department's 2009-10 Budget Request. Funding for future years will be included in the Department's annual budget requests.

"To Enrich Lives Through Effective And Caring Service"

3. Delegate authority to the Director of DPSS to prepare and execute amendments to the contract for any decrease or increase of no more than ten percent of the total contract amount when the change is necessitated by additional and necessary services. The approval of County Counsel and the Chief Executive Office (CEO) will be obtained prior to executing such amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Shuttle bus services are required for the County GAIN Region VI Office located at 5460 Bandini Boulevard, Bell due to limited on-site parking. There are 154 employees at the GAIN office with 123 on-site parking spaces available with no spaces reserved for visitors. Currently, visitors to the GAIN office park at a leased parking lot located at 4900 S. Eastern Avenue, Commerce, and are transported to the GAIN office. This lot is approximately one mile from the GAIN regional office.

The Department's current contract with Empire Transportation, Inc. for shuttle bus services for the GAIN Region VI Office expires April 30, 2009.

Approval of this contract will ensure the continuation of essential shuttle bus services for visitors to the GAIN regional office.

Implementation of Strategic Plan Goals

These recommendations are consistent with the principles of the Countywide Strategic Plan Goal #1 Service Excellence, to provide the public with easy access to quality information and services that are both beneficial and responsive; and Goal #2 Workforce Excellence, by enhancing the quality and productivity of the County workforce.

FISCAL IMPACT/FINANCING

The maximum contract amount for the three-year period is \$348,516 or \$116,172 annually. Since there is a CalWORKs and a Food Stamp Maintenance of Effort requirement, which will be met by the County, there is no additional NCC for these programs. The share of costs associated with programs, such as General Relief, results in an estimated three-year NCC of \$28,800 or \$9,600 annually. Funding for this contract is included in the FY 2008-09 Adopted Budget and the Department's 2009-10 Budget Request. Funding for future years will be included in the Department's annual budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County's Prop A and Living Wage Ordinance provisions apply to this proposed contract as County employees can perform these contracted services.

The contract is cost effective, a requirement of Prop A contracts.

The award of this contract will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The award of this contract will not result in a reduction of County services.

The contract is not projected to have any negative impact on employee relations.

The contract complies with all of the requirements of Los Angeles County Code Section 2.121.380, which is a mandatory prerequisite for the award of this contract.

The contract includes Contractor Responsibility and Debarment language.

Provisions for the County's Jury Service Program have been included in the contract. The contractor is in compliance with the Jury Service Program.

The Safely Surrendered Baby Law provision is included in the contract, which requires the contractor to notify and provide a fact sheet to their employees regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County and where to safely surrender a baby.

The contract includes the provision that requires the Contractor to comply with the Los Angeles County's Child Support Enforcement requirements.

The contract includes the provision for the contractor to first consider hiring County employees targeted for layoff or qualified former County employees who are on a re-employment list during the life of the contract when filling future vacancies.

The contract also requires that the contractor consider hiring participants of the GAIN Program and General Relief Opportunities for Work (GROW) Program.

The County may terminate the contract with a 30 calendar day prior written notice. The contract also contains provisions that limit the County's obligation if funding is not appropriated by the Board for each year of the contract.

The contract includes provisions for performance standards/outcome measures.

County Counsel and the CEO have reviewed this Board letter and the sample contract has been approved as to form by County Counsel.

CONTRACTING PROCESS

Shuttle bus services were solicited through a competitive process under the Los Angeles County Prop A ordinance. The Request for Proposals (RFP) was released on November 3, 2008. Two proposals were submitted on the proposal due date of December 18, 2008. Empire Transportation, Inc. was selected as the highest ranked proposer and provided the lowest cost bid.

The RFP was advertised in the following 11 publications: Los Angeles Times, Orange County Register, Small Business Exchange, Los Angeles Sentinel, Acton/Agua Dulce News, The Daily News, Copley Newspapers, Eastern Group Publications, L.A. Watts Times, Chinese Daily News, and The Korea Times. Also, the solicitation was posted on the Los Angeles County and DPSS websites. Interest letters were mailed to seven organizations listed on the Department's bidders list as well as other interested vendors.

The proposals were evaluated in accordance with the evaluation criteria in the RFP. The financial statements for both proposers were reviewed and rated by Auditor-Controller (A-C) staff. In addition, the Division of Labor Standards Enforcement indicated that the proposer Parking Concepts, Inc. had four labor law violations. As a result, the A-C's Labor Law Assessment Team assessed a four percent deduction in their overall score based on these violations.

Empire Transportation, Inc. had no violations and received no deductions. This process is required on all Prop A solicitations prior to completing the evaluation process.

The Local Small Business Enterprise (SBE) program's provisions were included in the RFP. No proposer claimed to be certified as a Local SBE vendor and no Local SBE credit was applied in the RFP evaluation.

The contract does not include a Cost of Living Adjustment.

IMPACT ON CURRENT SERVICES

The award of this contract will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

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CONCLUSION

Upon approval and execution of the contract, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter and two (2) original signed copies of the contract to the Department of Public Social Services.

Respectfully submitted,



Philip L. Browning
Director

PLB:EK:dj

Attachment

c: Chief Executive Officer
County Counsel
Deputy Chief Executive Officer